

ADMINISTRATIVE - INTERNAL USE ONLY

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Office of Personnel

27 June 1974 18 JUL 1974

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-33

SUBJECT: Procedure for Processing Quality Step Increase  
Recommendations

1. Effective 1 July 1974, the following procedures will apply to the Office of Personnel's processing of QSI recommendations.


a. The QSI recommendation to the Director of Personnel should be mailed to Transactions and Records Branch, 5 E 13, Headquarters. An original only is needed by OP. This memorandum should contain an approval line for the Director of Personnel's approval of the recommendation.

b. TRB will attach the Official Personnel Folder to the memorandum and make it available to the Staff Personnel Division for review and approval.

c. Following approval the Notification of Pay Change will be prepared by TRB and mailed to the originating component.

2. Transmittal memoranda from the Director of Personnel to the Head of the Career Service will no longer be prepared. Individual routing sheets advising the component that the QSI does or does not increase the employee's waiting period for his next PSI will no longer be prepared. This data is self-evident in the Notification of Pay Change or can easily be explained to the employee by the component personnel officer.

3. These changes are intended to expedite and simplify the QSI approval process. Your cooperation will help to ensure successful accomplishment of this effort.

  
F. W. M. Janney  
Director of Personnel

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